



## **VetsWork AmeriCorps Position Description**

**Position Title:** Natural Resource Technician (Two Positions)

**Project Sponsor:** Hoosier National Forest  
<http://www.fs.usda.gov/hoosier/>

**Project Location:** 248 15<sup>th</sup> Street, Tell City, IN 47586  
OR  
811 Constitution Avenue  
Bedford, IN 47421

**Sponsor Mission:** The mission of the USDA Forest Service is to sustain the health, diversity, and productivity of the Nation's forests and grasslands to meet the needs of present and future generations.

**Mt. Adams Institute Mission:** VetsWork is a program of the Mt. Adams Institute (MAI). MAI's mission is to strengthen the connection between people and the natural world through education, service learning, career development and research. Learn more at:  
[www.mtadamsinstitute.com](http://www.mtadamsinstitute.com)

**Position Summary:** These positions will be located at the Tell City Ranger District and the Forest Headquarters of the Hoosier National Forest. The interns will assist the ecosystems program area in wildlife habitat improvement projects and forest management related activities. The goals of this project will include:

- Orientation to wildlife and forest management.
- Conduct wildlife and other natural resource surveys to support wildlife and forestry projects.
- Improve critical wildlife habitat.
- Layout and mark timber sales.
- Prepare and burn areas prescribed for burning.
- Either a special project requested by intern and/or other projects.

**General Responsibilities (to include, but not limited to):**

1. Conduct wildlife and other natural resource surveys and document results

2. Apply herbicides or mechanical treatments to non-native invasive plant species and record applications.
3. Construct fireline for prescribed burns.
4. As part of a team layout and mark timber sales.
5. Use chainsaw and other equipment to improve wildlife habitat clear trails or improve timber stands.
6. Pass required training in security, safety, defensive driving, chainsaw use and firefighting.
7. Complete and submit all necessary MAI/AmeriCorps paperwork and reports in a timely manner.
8. Wear an MAI uniform and/or appropriate identifiers and required safety gear while performing service or attending official events.

**Position Requirements:**

1. Must have a valid driver's license, clean driving record and ability to provide documentation. Must comply with Driver Certification and Safety Agreement (see VetsWork Application Documents on website).
2. Attend a mandatory orientation on the Shawnee National Forest (February 22 to February 26, 2016), quarterly Intern trainings (food and lodging provided for orientation and trainings), and monthly Intern meetings.
3. Be able to pass the fitness test for firefighting.
4. Be able to work outside under all conditions.
5. Willingness to apply herbicides and operate small engine tools (chainsaw, brushcutter, etc).
6. Communicates and interacts in a positive, professional manner with diverse groups of staff or the general public.
7. Demonstrate motivation and resourcefulness.
8. Ability to effectively engaged with other members of the ecosystem's team in designing and applying treatments on the ground.
9. Ability to work independently.
10. Intern will normally work 40 hours per week; there will be some flexibility in work schedule with possible evening or weekend work on occasion.
11. Must have served in US Armed Forces and have a DD214 with an honorable discharge.
12. U.S. citizen, national or lawful permanent resident.
13. Possession of a high school diploma or equivalent, or commit to earning one prior to receiving an education award.
14. Ability to commit to the full term of service for which they are applying.
15. Selection, placement and retention are contingent upon passing the National Sex Offender Public Register and a national FBI fingerprint check. Position does not have recurring access to vulnerable populations. This position **may include** recurring access to vulnerable populations including children ages 17 and under, persons aged 60 and older and/or individuals with disabilities.
16. Members are eligible to serve up to four terms of service and receive AmeriCorps Education awards for each term of service up to the value of two full time education awards only. It is the responsibility of the applicant to inform MAI of any previous service in an AmeriCorps program, regardless of whether or not they completed the previous term(s) of service. MAI

is not liable for providing an Education Award to a member if they are not eligible under the Corporation for National and Community Service AmeriCorps guidelines.

### **Preferred Qualifications**

1. Knowledge of the principles of wildlife management .
2. Familiarity with GPS and GIS systems.
3. Education or experience with invasive species.
4. Ability to communicate with others.
5. Knowledge of the principles of forest management.
6. Tree Identification skills.

### **Member Benefits Include:**

1. A total taxable living allowance (before taxes) of \$12,530.
2. Upon successful completion of a term of service, eligible members/leaders receive an education award of \$5,730. The education award can be used to repay qualified student loans, for further education in an accredited institution of higher learning, vocational or trade schools. The education award is taxed in the year that it is used.
3. Loan forbearance (after successful completion of a term of service, AmeriCorps will pay the accrued interest on qualified loans, which is taxable).
4. Basic medical insurance (covers members only, not dependents; vision and dental not included).
5. Child care allowance for those who qualify.
6. We can assist the member in finding low cost housing.

### **Transportation Information:**

1. Personal vehicle is recommended to get to service site.
2. Organizational vehicle is available for service activities.

## **Application Instructions**

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**Application Deadline:** Open Until Filled

**Interviews:** Will occur as qualified applications are received.

**Service Dates** February 22 to December 30, 2016

**Type of position:** Individual Placement

**Length of Term:** 1700 hours

### **How to apply:**

**Step 1** - Complete your application in the following way:

Online at the AmeriCorps website: <https://my.americorps.gov/mp/login.do>

1. If you do not already have a username and password, you must **Create A New Member Account by clicking on the red "Apply to Serve" link.**
2. Once you have logged in, create an application by clicking "Applications" under the "My AmeriCorps" menu. Complete the entire application.

3. To apply to this specific position, click "Search Listings" under the "My AmeriCorps" menu and search by program name **Mt. Adams Institute** (this needs to be spelled exactly as listed).
4. Select the position listing: **Mt. Adams Institute – VetsWork – VETERANS ONLY** and click "Apply Now" at the bottom of the page.

**Step 2:** Submit these additional materials promptly (email preferred except for Certification Form). **Your application will not be considered until all of the materials listed below are received.**

1. A resume and a cover letter for each position in which you are interested. If you have already emailed these documents, please bring that to my attention after you submit your application.
2. A copy of your DD 214 with an honorable discharge
3. Visit <http://mtadamsinstitute.com/jobs/>, print the Certification Form, sign and date the form, and mail to the address below. This document must be **mailed** to our office with your original signature.
4. A copy of your driving record/abstract from your local DMV. Your abstract must go back at least three years, which may mean you need to submit additional abstracts for other states you have been a resident of within that timeframe.
5. Submit your completed MAI Driver Certification and Safety Agreement form found at <http://mtadamsinstitute.com/jobs/> under VetsWork Application Documents heading.
6. Read "VetsWork Frequently Asked Questions" and "Is VetsWork Right for Me?" found at <http://mtadamsinstitute.com/jobs/> under VetsWork Application Documents heading.

**Questions?** Contact Katie Schmidt at [recruitment@mtadamsinstitute.com](mailto:recruitment@mtadamsinstitute.com) or

509-395-3465

Mt. Adams Institute

2453 HWY 141, Trout Lake, WA 98650

Qualified individuals with disabilities and those from diverse backgrounds are strongly encouraged to apply. We provide reasonable accommodation for qualified individuals.

#### CHECKLIST FOR COMPLETED INTERN APPLICATION

- ☐ **Application** - AmeriCorps online application
- ☐ **Resume**
- ☐ **Separate cover letter** for each position for which you are applying
- ☐ **List positions in order of preference if applying for more than one**
- ☐ **MAI AmeriCorps Certification Form** - signed and **mailed** to the MAI office
- ☐ **Driving Record / Abstract** - from your local DMV covering the last three years (will require more than one if you have lived in multiple states within that time)
- ☐ **Driver Certification and Safety Agreement form**